



OFFICE OF GENERAL COUNSEL VACANCY ANNOUNCEMENT

Federal Election Commission

ANNOUNCEMENT 07-051

NUMBER: June 29, 2007

OPENING DATE: August 3, 2007

CLOSING DATE:

TITLE, SERIES, AND GRADE

ASSOCIATE GENERAL COUNSEL, GENERAL
LAW & ADVICE

SL-0905-00

Salary: \$132,437 – \$154,600 per annum,
plus potential bonus

Senior Level (SL) Position

WHO MAY APPLY

All Qualified Candidates

VACANCY LOCATION

Federal Election Commission
OFFICE OF GENERAL COUNSEL
Washington, DC

AREA OF CONSIDERATION

All Sources

ABOUT THE FEC

The mission of the Federal Election Commission (FEC) is to ensure that the campaign finance process is fully disclosed and that all federal campaign finance laws and FEC regulations are effectively and fairly enforced. The FEC fulfills its mission through education and outreach, conciliation, rulemaking, advisory opinions, and litigation. The FEC has approximately 400 employees and an annual budget of approximately \$55 million.

The FEC is headed by six Commissioners, no more than three of whom may represent the same political party, are appointed by the President and confirmed by the Senate. The Commissioners serve full time and are responsible for administering and enforcing the Federal Election Campaign Act (FECA). They generally meet four times a month, twice in closed session to discuss matters that, by law, must remain confidential, and twice in a meeting open to the public. At these meetings, they formulate policy and vote on significant legal and administrative matters. The Chairmanship rotates each year among the members, and alternates between the two political parties.

The Office of the General Counsel (OGC) has approximately 120 personnel including over 70 attorneys, as well as investigators, paralegal specialists, docket technicians, administrative assistants, and secretaries. OGC supports the FEC's unique role of regulating the financial aspects of political campaigns for Federal office by directing FEC enforcement activities, representing the Commission in litigation, interpreting the FECA, and by advising the Commission on legal matters brought before it.

The OGC is divided into four functional areas, each of which is directed by an Associate General Counsel who serves as part of the General Counsel's senior management team. These areas are as follows: 1) Enforcement, 2) Litigation, 3) Policy, and 4) General Law and Advice. OGC's Complaints Examination and Legal Administration Office (CELA), which is directed by a supervisory attorney, manages the OGC docket and oversees the FEC's law library.

The FEC has exclusive jurisdiction for the administration, interpretation, and civil enforcement of the FECA, which requires disclosure of campaign contributions and expenditures by candidates for federal office and committees supporting those candidates, and imposes limitations on the amount and sources of such contributions. The FEC also administers the federal programs that provide public funding to qualified candidates for President and Vice President. By ensuring the campaign finance process is fully disclosed and the rules are effectively and fairly enforced, the Commission seeks to foster the electorate's confidence in the integrity of the nation's political process.

MAJOR DUTIES

The incumbent serves as Associate General Counsel, General Law and Advice Division (GLA), in the Office of the General Counsel. The Associate General Counsel has primary responsibility for the overall direction and management of GLA. GLA serves as an advisory division with responsibility for providing legal advice and guidance to many offices within the Commission on a wide range of issues including: all general (non-FECA) administrative law matters (including federal personnel and labor management law, Privacy Act, FOIA, Sunshine Act, appropriations and procurement related matters); the Commission's Ethics in Government Program; the administration of the presidential public financing statutes; and the full spectrum of audits conducted by the Commission (Title 2 and Title 26). The incumbent provides leadership to a staff of attorneys, paraprofessionals, and administrative support staff. The incumbent serves as a senior advisor to the General Counsel, the Commissioners, and other senior managers concerning all general law matters. The incumbent serves as the Agency's Alternate Agency Ethics Official.

Under the guidance and direction of the General Counsel and/or the Deputy General Counsel the Associate General Counsel exercises the following leadership and managerial responsibilities:

- Develops policies, procedures and systems that promote program performance and the ability to meet performance goals established by OGC and the Commission;
- Evaluates the efficiency and effectiveness of programs, including monitoring work products to ensure successful accomplishment of performance goals established by OGC and the Commission;
- Identifies the needs and priorities of General Law and Advice;
- Oversees the overall activities of General Law and Advice to ensure smooth coordination of activities among its various teams and other Commission offices;
- Reviews General Law and Advice matters for timeliness, accuracy, legal consistency, and adherence to Office policy and procedures;
- Assists in preparing annual budgets and operating plans to accomplish the work of OGC;
- Provides managerial oversight to personnel matters;
- Oversees a comprehensive and regularized program for training and development;

- Assists in developing and using management information systems and other technological resources to meet the current and future needs of OGC;
- Actively supports the Commission's EEO goals

QUALIFICATIONS CRITERIA

Each applicant is required to submit a comprehensive narrative statement that addresses the Mandatory Technical Qualifications outlined below. Applicants who do not submit a supplemental narrative statement that addresses these factors will be ineligible for further consideration. This statement must include clear and concise examples that emphasize the applicant's level of responsibilities, scope, and complexity of programs managed, program accomplishments, policy initiatives, and level of contacts. The narrative portion of the Mandatory Technical Qualifications must not exceed 2 pages for each question (10 pages total).

Failure to meet basic qualification requirements and to submit narratives for the Mandatory Technical Qualification factors will automatically disqualify an applicant.

MINIMUM QUALIFICATION REQUIREMENTS:

Must hold a law degree from an accredited law school; be a member in good standing of the Bar of a state, the District of Columbia, Puerto Rico, or any other territorial court under the Constitution; and be admitted to or eligible for admission to practice before the Federal courts of the District of Columbia and the United States Supreme Court.

MANDATORY TECHNICAL QUALIFICATIONS:

The Commission will consider the following factors in determining the best-qualified candidates:

1. Describe your experience in several of the following areas of administrative law: federal personnel and employment law, federal labor-management law, Privacy Act, FOIA, Sunshine Act, federal appropriations law, federal procurement law, ethics law.
2. Describe in detail your experience in analyzing complex legal issues, including regulatory, procedural and constitutional issues.
3. Describe your ability to communicate—both written and oral—including the ability to negotiate effectively with others within and outside an organization.
4. As the Associate General Counsel you will be expected to achieve superior organizational results working through subordinate managers. Give an example(s) of when you achieved strategic organizational objectives leading a team as a second-level supervisor. Be specific concerning goals, budget, policies, scope, impact, and the results of your efforts.

Preferred Qualifications:

Knowledge of the FECA and the Public Financing statutes found in Chapters 95 and 96 of the Internal Revenue Code. The incumbent, if he or she does not have this knowledge, will be required to quickly develop a thorough understanding of these laws; the historical background of election laws and of the Commission; FEC policies and decisions relating to the administration of the FECA; reporting and compliance requirements related to disclosure of Federal campaign funds; and the internal workings of the Commission's various programs and offices.

BASIS FOR EVALUATION:

All required application materials will be reviewed to determine if applicants meet the mandatory qualification requirements. Qualification and experience determinations will be based only on the information supplied by the applicant.

The best-qualified candidates for this position will be distinguished from other applicants by reviewing application materials to determine the degree to which qualification requirements are met. Applicants should provide specific evidence of possession of the Mandatory Technical Qualifications.

Only the best qualified candidates will be offered interviews. Applicants may be requested to furnish written references from individuals familiar with his/her qualifications. Commissioners will participate in the selection process.

CONDITIONS OF EMPLOYMENT

The Senior Level (SL) covers managerial positions above GS-15 in the Federal Service. Pay will be set in accordance with agency policy. The position is excluded from the bargaining unit. This is a permanent full-time position in the Excepted Service and does not confer Federal competitive status.

All standard government benefits program apply. For further information see "Benefits of Being a Federal Employee at http://www.opm.gov/job_seekers/

The successful applicant will be subject to a background investigation and security clearance. Continued employment will be subject to the successful completion of the investigation and favorable adjudication.

The applicant selected will be required to complete an Executive Personnel Financial Disclosure Report in accordance with the Ethics in Government Act of 1978.

The FEC provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Carolyn Mackey-Bryant at 202-694-1228.

Depending on your current employment status this position may be subject to a one-year probationary period and continued employment will be subject to successful completion of the one-year probationary period.

HOW AND WHERE TO APPLY

ALL APPLICANTS MUST SUBMIT THE FOLLOWING MATERIALS BY THE CLOSING DATE OF THE ANNOUNCEMENT. APPLICATIONS RECEIVED AFTER THE CLOSING DATE OF THE ANNOUNCEMENT WILL NOT BE CONSIDERED.

1. Use one of the following: a resume; or Optional Application for Federal Employment Form (OF-612); or Application for Federal Employment (SF-171); or any other type-written format. Whichever version is used must include the following:
 - a. Vacancy Announcement Number and Position Title
 - b. Your full name, social security number, day and evening phone numbers, mailing address, country of citizenship. If applicable, reinstatement eligibility to Federal service and highest Federal civilian grade ever held on a permanent basis.
 - c. Name, city and state of high schools and colleges/universities attended with date(s) of diploma. For college include majors, and type and date of degree(s).
 - d. Job titles, salaries, employers' names and addresses, supervisors' names and phone numbers (indicate if we may contact your current and former supervisors), starting and ending dates and hours per week of unpaid or non-paid work experience that relates to this vacancy. e. Job-related training courses, special skills, certificates and licenses, honors, awards and publications.
2. Narrative statement that addresses each Mandatory Technical Qualifications (no more than 10 pages total).
3. As applicable, Standard Form 50 (Notification of Personnel Action) that verifies career status. If you are a current or former SES member, you must provide a SF-50 that verifies your SES status or copy of certificate from the Office of Personnel Management that verifies graduation from an OPM-approved SES Candidate Development Program.

PLEASE SEND YOUR APPLICATION PACKAGE BY THE CLOSING DATE TO:

Applicants are strongly encouraged to apply by using email. The email address for this announcement is blim@jdgsearch.com The subject line must contain the announcement number and the applicant's name.

Applications/resumes submitted via mail must be received by the closing date of the announcement. Applications received after the closing date of the announcement will not be considered. The mailing address for packages is:

**Barbara Blim
JDG Associates, Ltd.
1700 Research Boulevard
Rockville, MD 20850
301 -340-2210**

Email: blim@jdgsearch.com

The FEC is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, national origin, religion, gender, age, marital status, sexual orientation, physical disability, lawful political affiliation, or labor organization affiliation or non-affiliation. The FEC provides reasonable accommodations to applicants with disabilities.